



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Office of the Governor, Constituent Relations

State Division / Office: Executive Office

Location of Internship: Romney Building, Downtown Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 20-40

PREFERRED EDUCATION

Major / Minor: Public Policy/Communications

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:

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Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Constituents Relations Intern

Intern Responsibilities / Projects:

- The Constituent Relations Division is responsible for the Governor's day-to-day outreach to the citizens of Michigan.
- The Constituent Relations Division works daily to assist citizens with their concerns and issues.
- Interns in this division are responsible for assisting with research and written correspondence to groups and individuals, along with direct contact with these citizens.

APPLICATION PROCESS

To apply, please submit a 1-2 page personal statement and a resume to intern@michigan.gov.